

Transition to Leadership

Section III1A

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INTRODUCTION: Welcome to Transition to Leadership. We hope that you enjoy this course. If you have any questions or comments, please do not hesitate to contact me. I will try to answer you as soon as possible; however, email and phone messages are not checked over the weekends. You can use the in-course email or contact me at the email address listed above.

COURSE INFORMATION: The Forensic Photography course has an average time of completion of five hours. This is a sufficient amount of time to complete the course, but if you need additional time you have until **June 30, 2011**. All extensions must be requested by the close of the semester.

COURSE DESCRIPTION: This course is intended for laboratory managers, directors, chiefs or any other personnel in supervisory position. The purpose is to gain a better understanding of what it means to be a leader and a manager. The course will explore the nuances between the concepts of leadership and management in detail, and will end with 10 tips on how to be an effective supervisor. The goal is to give you the confidence and knowledge you need to become an effective supervisor.

ASSESSMENTS/ACTIVITIES: This course has the following assessments: Pretest, Quizzes 1-4, Activity, Course Evaluation, and Post Test. The assessments follow a release schedule based on what you have previously completed. You must take the pretest before any of the quizzes become available. You must finish all quizzes before the Course Evaluation will become available. All of the previously mentioned assessments must be completed before the Post Test is available. Once all requirements are met your certificate of completion will be requested and sent through the Extended Learning department. Feel free to browse the Getting Started Icon on the main page of the course for further information.

DISCUSSION POSTS: The course has 6 discussion questions. These questions are **mandatory** for class completion and to receive your certificate. In addition to these discussions, please take a moment to introduce yourself. Let us and your fellow class members know more about what you do. You can click on the Discussion Area on the Course Tools. Also, if you feel that a topic yields to a discussion, please feel free to use the Discussion Area.

GRADES: You must have a grade of 80% or better in all assessments (quizzes and post test) in order to pass the course. Once all assessments (pre-test, quizzes, post test), discussion posts, assignments/activities, and course evaluation are complete you will receive a certificate of completion in the mail.

POLICIES: We monitor each student's progress once registered and if the course is not access (nor completed) within the semester then the **\$30 no-access/no-completion fee** will be charged to you.

COURSE WORK CHECKLIST: The list below includes everything that will need to be completed in order to receive your certificated of completion.

✓	Assessment/Activity
	Pre-Test
	Quiz 1
	Discussion 1
	Discussion 2
	Quiz 2
	Discussion 3
	Quiz 3
	Discussion 4
	Discussion 5
	Quiz 4
	Discussion 6
	Theory X and Y Activity
	Course Evaluation
	Post Test

(An 80% or higher is needed for all assessments)

West Virginia University, in conjunction with the National Institute of Justice, is pleased to present these learning materials and this course to you.

